MAINTAIN EMPLOYER REPORTING UNITS

Introduction	This section of the document will explain how an authorized user can view/add/modify an employer reporting unit. Additional reporting units can be added to an employer account when the business has multiple reporting units or for administrative reasons. Each reporting unit can have its own NAICS code, 'Doing Business As' (DBA) name, physical location/wage and separation address.
Helpful Hints	 The physical location for a reporting unit can never be modified. If the physical location of a reporting unit has to be changed, then the existing unit has to be inactivated and a new reporting unit has to be created. All registered employers within the system are defaulted to the '00000' reporting unit.

Step-by-Step Instructions:

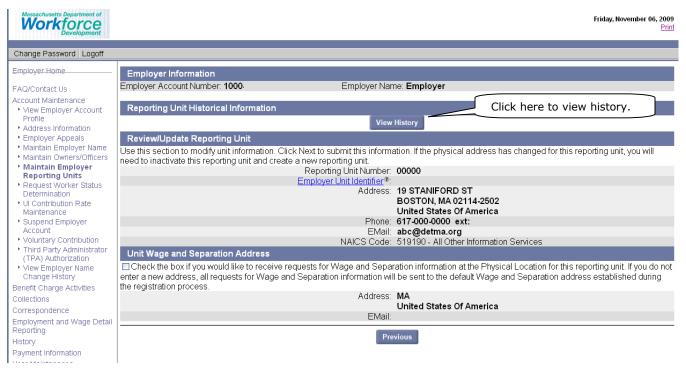
Viewing Employer Reporting Units:

- 1. Navigate to the account maintenance home page using the instructions provided in the section 'Navigating to Account Maintenance'.
- 2. Click on the 'Maintain Employer Reporting Units' link from the list of available maintenance functions. The screen shown below will appear. Click on the reporting unit number to view the reporting unit profile.

NOTE: Reporting units that have been inactivated can be viewed by clicking on link 'View Inactive Reporting Unit'.



3. The following page will open upon clicking the reporting unit number.

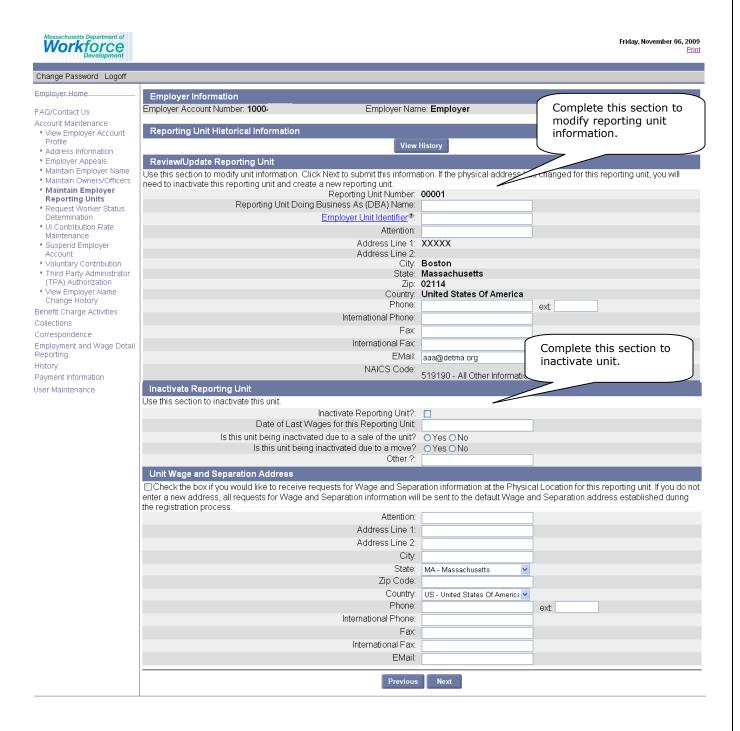


4. The historical information associated with a reporting unit can be viewed by clicking 'View History' on the page shown above.

NOTE: The historical information is a log of events associated with the changes made on the reporting unit's NAICS Code, Wage and Separation address and account status.

Modifying / Inactivating Employer Reporting Unit:

- 1. Follow the first 3 steps outlined in 'Viewing Employer Reporting Unit' to arrive at the reporting unit page on which you wish to make changes.
- 2. The page will appear as shown below.



3. Make changes to NAICS code or unit wage and separation address as desired. Proceed to step 6 for instructions to inactivate this reporting unit.

NOTE: The details associated with the primary reporting unit cannot be modified.

4. Click 'Next' at the bottom of the page to submit your changes.

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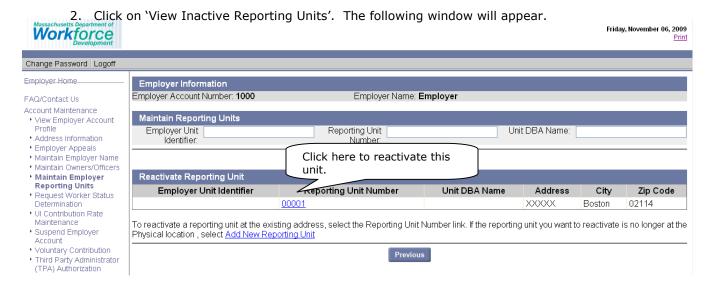
- 5. On the next page, you will be asked to confirm your changes. Confirm your changes by clicking 'Save'. The modification action will be completed.
- 6. Continued from step 3: In order to inactivate the unit, complete the information requested in the section 'Inactivate Reporting Unit' of the page (shown in step 2).
- 7. You will be asked to confirm the inactivation. Upon your confirmation, the unit will be inactivated and the following page will appear.

NOTE: If the inactivation is due to sale of the unit, you will be redirected to the 'Experience Transfer' process, and you must continue to provide information on that. Please refer to the section on experience transfer - 'Provide information on the Sale or Purchase of a Business' for additional information.



Reactivating Employer Reporting Unit:

1. Follow the first 2 steps outlined in 'Viewing Employer Reporting Unit' to arrive at the reporting unit profile to be re-activated.



3. Click on reporting unit that needs to be reactivated. Provide the information necessary to reactivate the account and click 'Reactivate'.

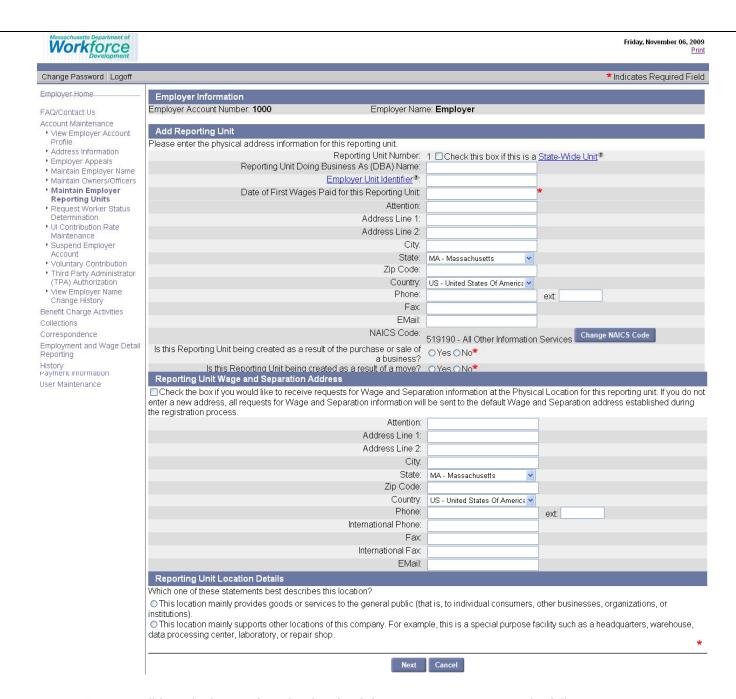
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4. You will be asked to confirm the reactivation. Upon your confirmation the account will be reactivated and will appear in the list of active reporting units.

Adding a New Reporting Unit:

- 1. Follow the first 2 steps outlined in 'Viewing Employer Reporting Unit'.
- 2. Click on 'Add New Reporting Unit' to add a new unit. The following page will appear. Provide all the information about the new unit and click 'Next'.



5. You will be asked to confirm the details of the new reporting unit on the following page. Upon confirmation, the following page will appear, with the new reporting unit number.



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Output 1	A new reporting unit will be assigned its unique 'Reporting Unit Number'.
Output 2	The employer account will be updated with the latest reporting unit information.

If	Then
Addition/Inactivation/ Reactivation of reporting unit is due to sale or purchase	User will be directed to the process - 'Provide information on the purchase or sale of a business'.